

Introduction

This Profile of Courses is offered to all Agency managers and supervisors as guidance for planning a reasonably systematic, yet flexible, training program for the professional development of their employees.

This approach does not constitute a radical shift in Agency training philosophy or content. Rather, the Profile categorizes courses and other training opportunities into a cohesive pattern to permit training for immediate needs to be determined within the framework of a total training plan for an individual's career. Used in this fashion, training can be a significant tool in career management.

Essentially, the Profile consists of five categories of training available to Agency employees:

A. A core program of broad spectrum courses conducted by the Office of Training for officers of all Directorates; these focus on Agency activities, problems and broad managerial considerations; the intelligence community; U.S. foreign policy; and international and domestic factors which affect U.S. foreign policy, interests, and intelligence activities; courses in this category are recommended at specific stages of an individual's career, beginning with the initial stage of employment and proceeding at flexible intervals of 5 to 10 years and with increasing sophistication to middle and senior levels of responsibility.

In using training as an instrument of career development, officials in operating components should mesh these core courses with specialized training requirements established for their own personnel. Used in this manner, the core program provides invaluable background for an employee's professional growth in the Agency; through constant updating and modification these courses endeavor to provide perspective and to be informative and thought provoking; they ordinarily do not provide training in specific skills, however.

B. General skills training provided by the Office of Training for application Agencywide; courses in this category typically are offered to employees in all Directorates, to be taken whenever needed in terms of a job demand not peculiar to one Directorate or component; these include supervisory, managerial, briefing, writing as well as other skills.

C. Special skills including component training:

1. courses in this category offered by the Office of Training normally relate to a particular job demand within a given Directorate, but occasionally may have applicability to other Directorates as well, as in the case of individuals from various components who are designated to serve abroad with the Clandestine Service; these courses are described in detail in the section of this Catalogue entitled, "Special Skills Training".

2. training conducted by components other than the Office of Training usually consists of specialized courses, primarily for their own employees but in many instances for others as well; among these components are the Office of Planning, Programming and Budgeting; Domestic Contact Service, National Photographic Interpretation Center, Imagery Analysis Service, and Office of Economic Research in the Directorate for Intelligence; the Far East, Technical Services [redacted] of the Clandestine Service; Foreign Missile and Space Analysis Center; Offices of Elint, Scientific Intelligence and Computer Services in DDS&T; and the Offices of Communications, Medical Services and Security among the Support Services; the Directorate for Science and Technology also conducts a major program, the Career Development Course, for selected officers; several of these courses merit consideration for officers assigned to components other than the one conducting the training; they are described in the section of this Catalogue entitled, "Component Training".

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D. External training in a wide variety of programs; this is offered to employees when, in the judgment of Agency officials, such training is regarded as valuable in terms of both general

development and specialized need and is not available within the Agency; among the many full- and part-time opportunities in this category are the senior service schools, Federal institutes, management schools and programs, academic programs at colleges and universities, and training activities conducted by military, commercial and industrial facilities.

E. Foreign language training; internal, external or overseas; foreign language mastery is a desirable skill for all Agency personnel but indispensable to those who expect to serve abroad; the Office of Training conducts or arranges programs designed to achieve for the individual officer a lifetime career goal of speaking or reading two foreign languages at an intermediate (or 3) level; depending on the officer's aptitude, language proficiency at EOD, and the advantage taken of overseas assignments as long as three years of training may be required to achieve this career lifetime goal.

Each of the categories described above has a corresponding section within the body of this Catalogue containing individual course descriptions arranged alphabetically by title. Managers, supervisors, and training officers throughout the Agency would do well to gain a thorough knowledge and understanding of all categories of training available -- within the Office of Training, in other Agency components, and externally -- and to use this resource in planning the professional development of their employees.

The Office of Training, recognizing the rapidity of change in virtually all facets of the Agency's responsibilities and concerns, is striving to assure that training opportunities are current, pertinent, and forward looking. To that end, suggestions and cooperation from operating officials and students are continually and earnestly sought.